

February 2023

City of Ellsworth

*CITY OF
ELLSWORTH
MONTHLY
MANAGEMENT
TEAM REPORTS*

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Management Team Reports—February 2023

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ASSESSING DEPARTMENT

No Floating TG—with the Tree Growth program each parcel has a stand map showing the different classifications. Each of the classifications, though not precisely surveyed, are delineated and scaled to size and shape by the licensed forester. A future home/building site area must be shown and frozen at that particular spot and not improvidently floating around anywhere the owner may someday wish to build.

911 Addressing—this last month we learned a property was using an old deleted 911 number for mailing/delivery purposes and not the new number. This purveyed a slightly slower response call. The property fronted two streets. We communicated they should use their proper 911 address.

Stabilization—we have 638 frozen tax bills for seniors to be sent this August. Applications period runs from August to December 1st every year. We will have applications attached to tax bills again this year when we send to remind everyone of the annual filing.

Vision & TRIO—this new Stabilization program makes it necessary for Vision (assessing software) to communicate with TRIO (tax collection software). The two software companies have been upgraded to allow this to happen. Fingers crossed it works as planned.

TG Withdrawal Penalty—we had a property owner withdraw portions of land twice last month with penalties for each.

Split Without Metes & Bounds—two different times last month we received division deeds without acreage or a metes and bounds description of the boundary division lines. This makes it very difficult for us to know what to assess. We've communicated with owners for information.

Guest Speakership—Assessor has been asked to be a guest speaker at the MECEP Policy Insights Conference on the topic of Challenging Corporate Power. He will be speaking about defending against the “Dark Store Theory” that Walmart tried using to lower their tax by half.

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Larry Gardner, Assessor

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BUILDING MAINTENANCE

- Prepared bids and sent out for lawn treatment services.
- Prepared bids and sent out for public space mulching.
- Prepared bids and sent out for City Hall cleaning.
- Prepared bids and sent out for public restroom cleaning.
- Repainted FD shower/locker rooms.
- Installed new cove base in FD shower/locker rooms
- Install water diverters in FD showers.
- Started work on cupola windows.
- Boiler out at URCI building tried to restart, needed Thayer Corp. to do repairs.
- Boiler #1 and #2 out at City Hall, purged air from #1 boiler and restarted. Thayer Corp. called for Boiler #2 which is in need of igniter service.

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Jim McLean, Facilities Director

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CLERK'S DEPARTMENT

Below is the revenue and activities of the Clerk's Department for February 2023.

Inland & Fisheries Licenses	\$3,038.00
Sales Tax	\$643.90
Agent Fees/Excise Tax	\$171.00
Total Paid to IFW	\$3,681.90
City Revenue	\$171.00
Total Revenue Collected	\$3,852.90

SHELLFISH LICENSES	
Recreation Peck only	0
Resident	1
Non-resident	0
Sr./Jr.	0
Total Licenses Issued	1
Revenue Paid to Franklin	\$20.00
City Revenue	\$3.00
Total Collected Revenue	\$23.00

Category of Document	State Fee per record
Certified Birth	33
Additional Copies of Birth	8
Certified Death	11
Additional Copies of Death	55
Certified Marriage	3
Additional Copies of Marriage	2
Marriage License	1
Burial Permit	15
Total Paid to State	\$214.00
City Revenue	\$1,221.00
Total Revenue Collected	\$1,435.00

Other Revenues	
Dog Licenses	73
Total Paid to State	\$453.00
City Revenue	\$171.00
Total Dog Revenue	\$624.00
Business Licenses	\$795.00
DBA Recording	\$20.00
Notary/Copies	\$33.00
Rental Fees	\$0.00
Total Other Revenue	\$848.00

Total State Revenue	\$4,348.90
Total City Revenue	\$2,414.00
Total Paid to Franklin	\$20.00
Total Revenue	\$6,782.90

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Toni Dyer, City Clerk

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CODE ENFORCEMENT

The Code Enforcement Office is responsible for permitting of all construction and land use projects. They perform inspections and site visits to ensure compliance with Federal, State, and local rules, policies, and ordinances. They also facilitate enforcement of all ordinances.

Detail	Permits	Fees
Res. Building permits	2	\$416.16
Res. Accessory permits	4	\$531.00
Commercial Permits	7	\$9,515.51
Internal Plumbing Permits	9	\$700.00
Subsurface Wastewater Permits	0	0
Res. Electrical Permits	10	\$350.00
Comm. Electrical Permits	5	\$755.92
Sign Permits	4	\$40.00
Business Permits	5	\$50.00
Shoreland Permits	2	0
Sewer Connection Permits	0	0
Development Dist. Permits	0	0
Minor Site Dev. Permits	1	\$200.00
Road Opening Permits	0	0
Flood Hazard	0	0
Planning Fees	2	\$50.00
Violations	0	0
Total	51	\$12,628.59

Inspections	
Electrical	7
Septic	6
Internal Plumbing	8
Certificate of Occupancy	3
Land Use	8
Health	0
Building	7
Junkyard	0
Business License	18
Shoreland	0
Complaints	3
Maine Organics	5
Total	65

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Lori Roberts, Code Enforcement Officer

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ECONOMIC DEVELOPMENT

- Broadband—Attended a regional forum on upcoming federal broadband funding and state/regional planning efforts. Followed up with the Island Institute, who will be leading regional digital inclusion and equity planning for Hancock County, to include Ellsworth. Held a Broadband Subcommittee meeting to discuss interview questions for Internet Service Providers. Finalized questions and set up interviews with five providers to be held end of February/early March.
- Assisted the HR Director and City Manager with reviewing and interviewing for the Communications Specialist/Administrative Assistant position. Attended six interviews.
- Met with and assisted interim Chamber director with settling into the role.
- Prepared for and attended the February City Council meeting to present on the opportunity for the City to join the State’s Community Resiliency Partnership.
- Along with other City staff, attended a special pre-Technical Review Team meeting for a development at 6 Downeast Highway.
- Attended and participated in internal Traffic Safety Committee meeting.
- Helping to find a space for a business owner to relocate to Ellsworth.
- Attended and participated in two meetings for the Entrepreneurial Ecosystem project, along with Heart of Ellsworth, Maine Downtown Center, and other entrepreneurial stakeholders.
- Attended and participated in pre-TRT and TRT meetings.
- Attended and participated in internal Wellness Committee meeting.
- Prepared a scoring rubric for the Business Attraction Plan to circulate to selection committee. Reviewed and scored proposals that were received.
- Finalized and circulated Request for Proposals for engineering and design services for the City’s Multiuse Path project. Answered questions received pertaining to the RFP, circulated answers to potential proposers and posted them to the City’s website.
- Union River Center for Innovation—Provided information to potential new business incubator company; reviewed and edited 1-page advertisements to promote the Center; prepared draft FY 2024 budget; prepared and submitted final grant report to Maine Technology Institute, which was accepted and closed out.
- Attended and participated in Ellsworth Business Development Corporation meetings.
- Facilitated meeting with selection committee to review, score, and finalize selections for the Business Attraction Plan.
- Met with a Main Street business to discuss upcoming promotional sale.
- Discussed proposal for a change of use with a downtown property owner.

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Janna Richards, Economic Development Director



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FINANCE DEPARTMENT

February 2023

Anne Laine, Finance Director

- Reconciliation of Tax Payments for 2022.
- Attended Finance Committee Meetings.
- Attended Management Team Meetings.
- Review of outstanding LT debt and ST paper.
- Review of BAN appropriations and prep for refunding bond issue.
- Review of certain budgets for Capital projects.
- Attended GFOA workshop on Muni. Accounting.
- Review of various endowment trusts.
- Review fin. statements FY21 for ACFR prep.
- Preparation of documents for State Fuel Tax audit FY2022.

Toni Dyer, Int. Dept. Finance Dir.

- FY21 Audit Complete, Begin FY22
- Prepared city budgets, held department meetings to review budgets.
- Continued work with Ed and Caselle for implementation of software.
- Work with RHR Smith for FY22, begin supporting documents.
- GL entries from TRIO and other sources daily.
- Bond payments issued and reviewed.
- Maintain operational Finance needs to allow Anne to focus on some major concerns.

Deb Worden, Assistant Deputy Treasurer

- Performed daily cashups and posted batches.
- Opened and processed daily mail.
- Prepared weekly warrant
- Additional work on FEMA reimbursement
- MMA Training
- Implemented new cash up procedure to reconcile deposits to TRIO.
- Customer invoicing.

Christina Harding, Assistant Deputy Treasurer

- Processed invoices.
- Weekly A/P warrant
- Processed daily bank deposits.
- Assisted in processing payroll.
- Continue work on list to update current/active vendors.
- Transfer station, Library, and Harbor payment entries, cash ups, and deposits.

March 2023—Upcoming

Anne Laine, Finance Director

- Complete FY22 Audit work.
- Work on Caselle implementation—placed on schedule and now need data dump.
- Attending management team meeting.
- Prepare Gas Tax Refund
- Review Versant/Constellation contract renewals.
- Complete RH Foster pricing negotiation and implementation of accounts.
- Prepare job description for proposed City Accountant.

Toni Dyer, Int. Dept. Finance Dir.

- Work on FY22 Audit.
- Work on Caselle implementation with Anne.
- Attending management team meeting.
- Work with RHR Smith on journal entries.
- Maintaining operations related to cash handling and AP.
- GL's daily as needed.
- Processing payroll.
- Finish the budget, scheduling and attending workshop meetings.

Deb Worden, Assistant Deputy Treasurer

- Copy contracts.
- Solar invoicing
- FEMA work
- Credit Card Statements
- Daily operational responsibilities.

Christina Harding, Assistant Deputy Treasurer

- Process invoices
- Weekly A/P warrant
- Process daily bank deposits
- Continue to learn and process payroll.
- Transfer Station, Library, and Harbor payment entry, cash up, and deposits.
- Continue working on Vendor list to update current/active vendors.

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Anne Laine, Finance Director

Management Team Reports—February 2023



FIRE DEPARTMENT

Meetings:

- Weekly meeting with Fire Inspector.
- Meeting with City Manager and Public Works Director
- MMA tour

Calls for Service:

The Ellsworth Fire Department responded to 162 calls in the month of February.

- 116 EMS calls.
- 46 fire related calls.
- 2023 YTD 337 calls for service
 - 2022 YTD for same time period 286 calls for service.
 - 51 calls greater than the same time period.

Training:

- FD has logged over 200 hours of training (departmental and shift training)
 - February firefighters focused on Rapid Intervention Training—firefighter emergencies.
- Chief spent 2 weeks at the National Fire Academy for a Command and Control of Fire Department Operations at Natural and Manmade incidents.
- One of our Captains spent 4 days training as an Instructor for Ice Water Rescue Technician.

Community Engagement:

- Parade escort for EHS Girl's Basketball team after winning North Regional Championship game.

Equipment & Projects:

- RFP being drafted for addition to Red Fire Station at the training site to house Engine 7. Ongoing not submitted yet.

Additional Comments:

- HCFA Fire Academy starting in January, EFD will be hosting classroom sessions in addition to Training Site.
- New Year's Eve storm caused damage to the Fire Training Building roof. A RFQ will need to go out for repairs.
- Firefighter/EMT position hiring process was completed. A new Firefighter will be starting with EFD on March 6, 2023.
- Per the Side Agreement with Local 3402, EFD will change to a 4-shift system effective March 5th.

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Scott Guillerault, Fire Chief

Management Team Reports—February 2023



FIRE DEPARTMENT

Incident Type	# Incidents	% of Total
111—Building Fire	3	1.85%
131—Passenger vehicle fire	1	0.62%
311—Medical assist, assist EMS crew	61	37.65%
321—EMS call, excluding vehicle accident with injury	45	27.78%
322—Motor vehicle accident with injuries	7	4.32%
323—Motor vehicle/pedestrian accident (MV Ped)	1	0.62%
324—Motor vehicle accident with no injuries	2	1.23%
410—Combustible/flammable gas/liquid condition, other	1	0.62%
412—Gas leak (natural gas or LPG)	2	1.23%
424—Carbon monoxide incident	1	0.62%
444—Power line down	2	1.23%
511—Lock-out	1	0.62%
522—Water or steam leak	2	1.23%
553—Public Service	1	0.62%
554—Assist Invalid	4	2.47%
600—Good intent call, other	1	0.62%
611—Dispatched & cancelled en route	9	5.56%
622—No incident found on arrival at dispatch address	3	1.85%
652—Steam, vapor, fog or dust thought to be smoke	2	1.23%
700—False alarm or false call, other	1	0.62%
730—System malfunction, other	1	0.62%
735—Alarm system sounded due to malfunction	3	1.85%
741—Sprinkler activation, no fire—unintentional	3	1.85%
743—Smoke detector activation, no fire—unintentional	1	0.62%
744—Detector activation, no fire—unintentional	2	1.23%
745—Alarm system activation, no fire—unintentional	2	1.23%
Total	162	100%

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Scott Guillerault, Fire Chief



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GENERAL ASSISTANCE

IMPORTANT INFORMATION

Many unanticipated and unexpected events can happen that could put someone in a trying situation. The first thing one should check into is the possibility of family members lending a helping hand. After exploring that option, visit the nearest Department of Health and Human Services office (1-800-606-0215) where applications are available for food stamps, TANF (Temporary Assistant to Needy Families), ASPIRE (Additional Support for People in Retraining and Employment), and other emergency assistance programs. Loaves & Fishes (in Ellsworth), the Pantry (in Blue Hill), and the Emmaus Center (in downtown Ellsworth), all help with food if requested. LIHEAP (Low-Income Home Energy Assistance Program 1-800-452-4668), and DCP (Downeast Community Partners 207-664-2424) help eligible clients with their heating needs during the winter months. The MDI Housing Authority (207-288-4770) helps with subsidized housing.

As previously stated, the General Assistance Program at City Hall is here to help those eligible with many of these same needs. There is an application which is filled out during an interview. The GA Administrator has 24 hours in which to make a determination of eligibility (based on criteria as determined by the Federal Government and State Law) and grant assistance if the applicant is found to be eligible. *Please call the GA Program Administrator for an appointment at (207)669-6630.*

The City of Ellsworth has also created an Emergency Fuel Discretionary Fund for Ellsworth residents that do not qualify through regular General Assistance Programs, but are struggling to stay warm and on top of heating bills. Donations for this fund are accepted from any resident or business wishing to help. Money donated will be used strictly for the Discretionary Fuel Fund. If you are interested in donating to this fund or find yourself in need of applying for this assistance, you may contact Ellsworth City Hall at (207)669-6630.

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KaTina Vanadestine, GA Administrator

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HUMAN RESOURCES

- Scheduled and attended interviews for vacant Communication Specialist/Administrative Assistant position.
- Completed anniversary updates for employees.
- Completed onboarding process for new employees.
- Processed monthly health insurance, retirement, life insurance, and all other benefit invoices.
- Attended Management Team Meetings.
- Attended Safety Committee Meeting.
- Generated monthly URCI tenant rent invoices.
- Processed first report of injury reports.
- Conducted meetings with department heads and employees with HR needs.
- Met with Manager Moshier throughout the month to discuss HR matters.
- Attended Communications Committee Meeting.
- Attended City Council Communications Committee Meeting.
- Completed annual Worker's Compensation Payroll Audit for Maine Municipal Association.
- Attended Wellness Committee Meeting.
- Processed property and casualty claims.

Upcoming in March:

- Property and Casualty Renewal Application for Maine Municipal Association.
- Communications Specialist/Administrative Assistant Interviews.
- I.T. Power User Training.

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Kerri Taylor, Human Resources Director

Management Team Reports—February 2023



LIBRARY

Programs

- February youth programs: 19 programs, attended by 441 people.
- February adult programs: 8 programs, attended by 71 people.

Notable Meetings/Partnerships

- Historic Preservation meeting with Cultural Alliance of Maine 2/3.
- January meetings with City: Management meeting 2/9, Communications Committee 2/1, Wellness Committee 2/15, Professional Development 2/17, Budget Review 2/24.
- Seaport Village Outreach meeting with David and residents 2/9.
- Library meetings: program meeting 2/10 with Staff to discuss SRP, board meeting 2/14, all staff meeting 2/7 & 2/14 to discuss strategic plan.
- Met with Green Plan Representative to discuss collaboration.

Projects for February

- Finalized strategic plan survey.
- Prepared library budget.
- Began labeling YA book collection with genre stickers.
- Created an early chapter book collection.
- Grant applications for AARP and Maine Community Foundation.

Statistics

- Library visits: 3,973
- Wi-Fi users: 1,390
- Computer Passes: 126
- New library cards: 50
- Total print material circulation: 5,039
- Total Cloud Library circulation: 627

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Sarah Lesko, Library Director

Management Team Reports—February 2023



PLANNING DEPARTMENT

Departmental Activities

- Planning Board & Administration of Unified Development Ordinance (UDO)
 - The Planning Board held its regular meeting February 1, 2023.
 - Projects included: 1) Revision to Upper Lakewood Subdivision; 2) Revision to Ellsworth ME, LLC Solar Development; 3) Sketch Plan Review for 30 Old Mill Road Development; and 4) Preliminary Plan Review for Timberland Acres Campground.
 - Held Special Meeting of the Planning Board, as the Planning Committee for the Comprehensive Plan, to select the Steering Committee on February 15, 2023.
 - Assisted a number of property owners and/or prospective developers with potential projects.
- Comprehensive Plan Steering Committee—held first meeting February 27, 2023 to establish process and make introductions.
- Zoning/UDO—sent out Citywide mailing for February 13, 2023 City Council meeting.
- Parks and Recreation—Support to the Recreation Commission.
 - Scheduled, advertised, prepared for, and followed up on Recreation Commission meetings. Draft or approved minutes are posted with their associated meeting notice and agenda: <https://www.ellsworthmaine.gov/government/boards-commissions/recreation-commission/>
 - Regular meeting held February 28th—centered on improvements to the budget process for the Recreation Commission and organizing for FY24.
- EnviroGrants—Had discussions with Maine DEP about remaining grant funds.

Meetings/Significant Contacts

- Regular Planning Board Meeting—2/1
- Had call with the City Attorney to discuss technicalities in Maine subdivision law—2/2
- Met with Technical Review Team and developer to discuss potential project before Planning Board application is filed—2/7
- Met with Maine Association of Planners Conference Committee—2/8
- Attended Maine DEP Nonpoint Source Grant Workshop—2/8
- Met with Frenchman Bay Conservancy to discuss conservation projects in Ellsworth—2/9
- Attended Monthly Traffic Safety Committee Meeting—2/9

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Matthew Williams, City Planner

Management Team Reports—February 2023



PLANNING DEPARTMENT

Meetings/Significant Contacts Cont.

- Met with IT and Bar Harbor Planner to test Polco software—2/9
- Attended Monthly Management Team Meeting—2/9
- Met with CEO and developer to discuss a potential subdivision—2/10
- Attended Monthly Downeast Sunrise Trail Board Meeting—2/14
- Had phone call with potential land purchaser about allowed uses on land—2/15
- Met with landowner about bringing subdivision out of violation—2/16
- Met with CEO to discuss whether split of lot would trigger subdivision review—2/16
- Had phone call with developer to discuss project moving through Planning Board process—2/17
- Professional Development Training—2/17
- Met with developer about building housing Downtown—2/17
- Met with City Clerk to review Recreation Commission budget process—2/22
- Assistant Planner met with local partners to discuss Card Brook Clean-up—2/23
- Call with developer regarding new housing project—2/24
- Maine Association of Planner Conference Committee—2/24

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Matthew Williams, City Planner

Management Team Reports—February 2023



POLICE DEPARTMENT

Project Hope

- There were no Project Hope participants this month.

Dispatch

- All four dispatchers continue to do an outstanding job.

SRO

- Cpl. Merchant continues to work in the ESD and is wrapping up the D.A.R.E. program with the 5th grade. He is planning the “Every 15 minutes” program which will include EHS juniors and seniors.

Training

- We conducted our monthly firearms training. This month consisted of target selection and movement to cover.

Patrol

- We are in the final stages of the hiring process to fill our sole vacancy.

Significant Cases

- Officers responded to a total of 537 calls for service and conducted 220 motor vehicle stops.

Chief's Meetings this month

- 2/1 Court for O'Halloran v. City of Ellsworth TRO hearing
- 2/2 PD Command Staff Meeting
- 2/7 Downeast Highway Project Meeting
- 2/8 Attended MCOPA Meeting
- 2/8 WWII Town Hall interview
- 2/9 Traffic Safety Committee Meeting
- 2/9 Management Team Meeting
- 2/13 Attended Council Meeting
- 2/14 Presented to Leadership Hancock County
- 2/15 Pre-TRT Meeting
- 2/16 Safety Committee meeting
- 2/16 TRT Meeting
- 2/17 MCOPA training committee meeting
- 2/17 FBI swatting call webinar
- 2/17 Professional Development w/ Terri Swanson
- 2/20 City Hall closed for President's Day

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Glenn Moshier, Police Chief

Management Team Reports—February 2023



POLICE DEPARTMENT

Ellsworth Police Monthly Law Offense Counts

Offense Description	Total
Abandoned vehicle	1
Agg. Assault	1
All other theft	3
Ambulance Assistance	2
Animal Emergency—Response	5
Assist—Fire Department	8
Assist—State Police	1
Assist Local Police Department	1
Assist Other Agency	2
Assist Sheriff's Department	3
Background—Applicant	1
Bail Check—No violation	2
Check wellbeing of person	23
Citizen requested assistance	8
Citizen traffic complaint	25
Civil problem	2
Cocaine—possession	1
Concealed weapon permit	5
Conditional release violation	3
Counterfeiting	1
Criminal threatening/harassment	18
Criminal arrest warrant	11
Criminal mischief/damage	2
Deliver message	1
Detail	1
Disorderly conduct	4
Distracted Driving	1
Dog Bite	2
Dog nuisance	2
Drug Intelligence Information	4
Embezzlement	1
Escort	3
False 911 call	82
False alarm	39
Family Fight	1
Fingerprinting—Criminal Off.	3
Found Property	7
Fraud by Wire	1
Fraud—Illegal use of Credit Card	1
Fraud—Impersonation	3
Harassing Communication	1
Heroin—Possession	1
Illegal possession of alcohol	2
Information	5

Offense Description	Total
Intoxication	3
Juvenile Problem	3
K9 Criminal Track	1
Liquor License Violation	1
Lost Property	1
Marijuana—possession	1
Mental Health Evaluation	1
Mental Health Issues/Check	6
Missing—no foul play indicated	3
Neighborhood dispute	3
OAS/Habitual Offender	2
Overdose drugs/alcohol	1
Paper Service	2
Parking Violation/Obstructing	8
PD—Traffic Accident	28
PI—Traffic Accident	9
Possessing Forged Documents	1
Private Detail	2
Property Check Requested	12
Public Relations—Talk	13
Records Check	36
Referred to Animal Control	1
Referred to DHA	1
Referred to MDEA	1
Resist/Fail to Submit—arrest	1
Road hazard	5
School detail	2
Serve Protection Order	3
Sex Offender Registration	5
Shoplifting	9
Simple Assault	1
Speed enforcement detail	1
Stranded motorist	17
Stray cat or dog	4
Suspicious person/ MV/ Incident	19
Traffic Control Detail	1
Traffic Hazard	1
Traffic Light issues	3
Traffic Offense Summons	4
Traffic Offense—Arrest	2
Trespassing	20
Unmanned Aerial Vehicle	1
VIN Inspection	3
Violation of Protective Order	1

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Glenn Moshier, Police Chief

Management Team Reports—February 2023



PUBLIC WORKS

Patching

- Crewmembers are continuing with patching due to the extreme swing in temperatures. They have been out filling in potholes multiple times a week every week this month.

Grading

- We have needed to grade Winkumpaugh Road and Happytown Road due to the rain and freeze thaw cycles.

Miscellaneous Duties

- The crew continues to clear/clean up blown down trees in/on City roads.
- The crew hauled winter salt/sand to the stockpile on Branchview Drive.
- The crew has continued to keep multiple sand barrels filled.
- The crew spent about a week building a sludge storage bin. The Wastewater Superintendent bought large concrete blocks from Hughes. We hauled them from Bangor and built a containment bin at the Wastewater Treatment Plant Facility. They also formed up and poured concrete for a turning pad for the loader at the same location. The crew has since loaded a trailer load of sludge.
- Kept the Fire Department training center plowed and sanded. Also removed snow from around hydrants.

Winter Time Duties

- We have plowed multiple snowstorms this month: 2/7-8—1 inch; 2/9-10—3 inches; 2/14—1/2 inch; 2/17-18—1/2 inch; 2/23-24—3 inches; 2/26—1 inch; and 2/28—6 inches.
- Hauled snow from the parking lots: we used a loader to load 4 trucks moving about 1500 yards of snow to the gravel pit behind the Highway garage.

Mechanical Repairs

- Repairs to Truck 42 – this will now allow us to have a complete spare truck—installed stander into the dump body and fixed lights, minor inspection work, and took to Colwell Diesel for State inspection sticker.
- Preventative maintenance on Trucks 37 and 35.
- Repaired plow on sidewalk machine.
- Replaced exhaust manifold, turbo down spout, air suspension valve, brake light switch and heater control on Truck 37.
- Replaced cutting edges on spare loader.
- Repaired plow lights on Truck 44.
- Replaced window regulator on Truck 35.
- Repaired wing arm on Truck 42.
- Repaired the shoot on trackless snow blower.

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Lisa Sekulich, Public Works Director
Adam Wilson, Highway Foreman



Management Team Reports—February 2023

HARBOR DEPARTMENT

- The Harbor opens for the season on May 15th.
- The Public Works Department continues to keep the parking lot plowed.
- Ice eaters are off. Spring is getting close!

Type of Fee	Amount Collected
Moorings	\$2,850.00
Floats	\$4,264.00
Shore Access Dock	\$3,869.00
Slips	\$15,740.00
Outer Moorings	\$30.00
Kayaks	\$500.00
Float Moorings	\$100.00
Extended Season	\$824.00
Total	\$28,177.00

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Adam Wilson, Harbormaster

Management Team Reports—February 2023



TAX OFFICE

Sue McLean, Tax Collector

- Attending Leadership Hancock County.
- Processed abatements & supplemental bills.
- Processed and sent out 30-day redemption notices.
- Attended City Council Meeting & Presented.
- Answered questions regarding tax bills and applied payments.
- Arranged Online Public Auction.
- Covered the counter when needed.
- Assisted Finance Department as needed.

Ginny Derise, Deputy Tax Collector

- Processed daily cashup in TRIO and MUNIS.
- Applied water/sewer payments in MUNIS.
- Processed motor vehicle registrations and tax payments.
- Answered questions about tax bills.
- Scanned daily closeouts, teller closeouts, MV registrations and reports, & credit/debit receipts.
- Processed BMV weekly report.
- Processed lien discharges as liens are paid in full and make sure they get recorded.
- Processed and sent out Wasteworks (solid waste) monthly statements.
- Helped with preparing 30-day redemption notices for mailing.

Deana Workman, Deputy Tax Collector

- Primary Tax Clerk
- Processed daily cashups in TRIO.
- Processed tax payments received by mail or in person in TRIO.
- Separated daily mail and dispersed it to correct department boxes.
- Processed motor vehicle registrations.
- Reviewed online payments for lien payoffs.
- Received water/sewer payments.
- Assigned additional duties as Deputy Tax Collector.

UPCOMING FOR MARCH 2023

Sue McLean, Tax Collector

- Second tax payment due 3/9/2023.
- Work with Keenan Auction to get Public Auction set up and running.
- Process abatements & supplemental bills.
- Cover the counter when needed.
- Apply water/sewer payments in MUNIS.
- Covering for Water Department while staff member on vacation.
- Process payments on accounts available for redemption.
- Help Finance Department as needed.
- Attending City Council meeting.

Ginny Derise, Deputy Tax Collector

- Process daily cashups in TRIO and MUNIS.
- Apply water/sewer payments in MUNIS.
- Process motor vehicle registrations.
- Process BMV weekly report.
- Scan all daily closeouts, teller closeouts, MV registrations and reports, and credit card receipts.
- Process and send out Wasteworks (solid waste) monthly statements.
- Helped with preparing Municipal Quit Claim Deeds for redeemed properties.

Deana Workman, Deputy Tax Collector

- Primary Tax Clerk
- Process daily cashups in TRIO.
- Process tax payments received by mail or in person in TRIO.
- Separate daily mail and disperse it to correct department boxes.
- Process motor vehicle registrations.
- Review online payments for lien payoffs.
- Process discharge notices.
- Receive water/sewer payments
- Work on processing abatements.

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Suzanne McLean, Tax Collector

Management Team Reports—February 2023



WASTEWATER DEPARTMENT

Wastewater Department Activities:

- We have expended a significant amount of effort and funds to modify the treatment plant so that we can ship our Bio Solids directly to Canada. We have shipped our first load and it went pretty well. We continue to work on completing our modifications as well as ironing out the kinks with the new process handling set up.
- Superintendent has submitted his budget and met with the City Manager and others. Requested changes have been made and now it awaits the budget workshop.
- We are ramping up for the Water Street project and materials are starting to arrive.
- We continue to meet with Woodard & Curran on moving forward with the High Street Pump Station Upgrade.
- We have a broken water line under our parking lot that we are exploring repair options for.

Preview of Next Month

- Working on Water Street Pump Station project and High Street Pump Station project.

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Michael Harris, Wastewater Superintendent

Management Team Reports—February 2023



WATER DEPARTMENT

Water Department Activities:

- Opened a bid for a new Water Department truck.
- Participated in budget discussions.
- Weekly meeting with Public Works Director.
- Attended Management Team Meeting.
- Attended Legislative Committee Meeting.
- Attended City Council Meeting.
- Worked with engineers on the Surry Road water main replacement.
- Zoom meeting with Engineers to discuss the Branch Lake Dam.
- Training.
- Finalized a new air compressor installation.
- SCADA and pump work at the Treatment Plant.
- Monthly Operating Report
- Compliance sampling
- Backflow testing

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Reginald Winslow, Water Superintendent

Management Team Reports—February 2023



WATERSHED STEWARD



We monitored & managed Branch Lake Outlet dam gates, shoveled snow from the dam & recorded water levels in February. In order to minimize the risk of falling from the south face of the dam while performing operations on the dam deck, we have examined several fencing options which may be utilized on our dam. The most advantageous types of barriers seem to be railing based or net based.

Our boat launch at Branch Lake has not been used this winter to the extent that it has been in the past; ice fishing & fishing shack use & retrieval have been impacted by uneven ice conditions. Even now large snow berms have been plowed up & left at the launch parking area, reducing the ease of access to all terrain vehicles typically used for ice access.

The Green Lake launch at Nicolin Road, has seen more activity and has experienced more plowed access than Branch Lake this winter (see photo above). Though neither the State of Maine nor the City of Ellsworth keep boat launch ramps plowed out during the winter, private citizens frequently will plow lake access ramps for their own use, and others benefit from this volunteer effort.

The Branch Lake Community Forest (BLCF), or City Forest, has seen modest snowshoe or skiing activity this winter. The city forest access road is not maintained by the City of Ellsworth, and is rarely plowed by private citizens. The icy condition of the access road up until mid-February reduced driving on the road, while the snowy conditions lately have allowed adequate skiing & snowshoeing from Rt. 1A. Note: we do not recommend parking in the emergency lane on Rt. 1A; though we do not plow out parking space for a couple of cars at the mouth of the access road as we used to, we monitor the forest and note that folks are parking in the breakdown lane to snowshoe down the access road.

Organizing our courtesy boat inspection (CBI) program for 2023 has continued; Four CBI candidates have indicated interest in returning this year to assist us. Interviews with candidates are being arranged and advertisements for CBI workers at both Branch & Green Lakes will be posted on the City web pages & social media.

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John Wedin, Watershed Steward

Management Team Reports—February 2023

